



HAWK MOUNTAIN RANGER SCHOOL
DISTANCE LEARNING SECTION
CIVIL AIR PATROL
United States Air Force Auxiliary



CF2: Explanation of Trainee Application Package

TO: Hawk Mountain Ranger Staff Cadet Training, Distance Learning Section Applicants
FROM: Hawk Mountain Ranger Staff, Training Section

To begin your training there is much paperwork that must be completed. This is compiled as the Trainee Application Package, a collection of documents that must be completed by you, your sponsor, and your unit commander. This package should be as organized as possible; this is how you will make your first impression as a Trainee. Once all documentation is completed and the package is organized, send your Trainee Application Package to:

Shawn Cressman
1287 Spring Valley Rd
Bethlehem, Pa. 18015
(610) 838-0287

THE TRAINEE APPLICATION PACKAGE MUST BE SENT NO LATER THAN 08 DEC 03

Download the Trainee Application Package from <http://pawg.cap.gov/hawk>

The trainee should duplicate all paperwork for personal records. Duplicates of records may be distributed to trainee's 201 file at home unit. The Trainee Application Package should include the following items:

- TF1: Trainee Letter of Agreement
 - Completion of this form indicates Trainee's agreement to undertake whatever is necessary to become a Ranger Staff Cadet.
- TF2: Participation Letter from trainee's unit commander
 - Must be signed and dated by unit commander; unit commander will be contacted to verify
- TF3: Sponsor Letter of Agreement
 - The Trainee's sponsor must be a senior member who will take responsibility for the integrity of the Trainee's testing and certification process. While the Sponsor will help to coordinate training and testing for the Trainee, the Trainee alone is responsible for completion of the course.
 - NOTE: The Sponsor may not be related to the Trainee, nor can the Sponsor be the unit testing officer. The Sponsor may be the unit commander or any other senior member in the home unit.
- TF4: Proof of encampment completion
 - Certificate of Completion or other CAP record indicating graduation, not simply attendance.
- TF5: Proof of grade
 - Every Trainee must advance by at least one achievement between March 2003 and June 2003. Provide proof of grade and proof of date of last promotion.
 - CAPF 50

- TF6: Proof of Ranger School completion
 - Certificate of Completion, Ranger Grade Certification (dated), Hawk Mountain Ranger School Participation Letter, etc.
- TF7: Trainee biography
 - Completion of this form allows the staff to evaluate the Trainee's abilities, experiences, and personality prior to the start of training.
- TF8: Photocopies of all current certifications
- TF9: Participation Fee: \$30
 - This fee will pay for Student Package 1 which includes all training materials and homework assignments necessary to begin training.
 - Please include a check payable to:

Pennsylvania Wing, Civil Air Patrol